

# CM/ECF Registration and Activation Flow Chart

## Step 1: Obtaining a CM-ECF Password

Visit the Northern District's  
web page at  
**www.nynd.uscourts.gov**

### Help Desk Numbers

(518) 257-1815 - Albany  
(607) 779-2671 - Binghamton  
(315) 234-8687 - Syracuse  
(315) 266-1195 - Utica

Click on the icon  
entitled  
**"Electronic  
Filing  
Information."**

On the left hand  
side, click on the  
category entitled  
**"Registration."**

Based upon the  
date you were  
admitted, select  
the appropriate  
icon.

Complete the  
on-line form and  
click the  
**"Submit"**  
button.

Within 24 to 72  
hours you will  
receive an e-mail  
from the Court with  
your CM/ECF  
password.

## Step 2: Activating your account

Log onto the CM/ECF  
system. Your login is  
your NYND bar roll  
number and your  
password is the  
password that the Court  
provided to you when  
you registered.

Click on  
**"Utilities"** on  
the main menu  
bar at the top of  
the screen.

Click on  
**"Maintain Your  
Account."**

Click on **"Email  
information"** at  
the bottom of the  
screen.

Verify that the  
e-mail listed in  
the **"Primary e-  
mail address"**  
box is accurate.

Click on **"Submit."** The  
next screen will confirm  
that your registration has  
been accepted.

Go to the bottom  
of the screen  
and click on  
**"Submit"**

Click on  
**"Return to  
Account  
screen."**

Verify that the  
**"Send notices  
in cases" which  
I am involved"**  
box is checked.

Verify that the  
**"Send notices"  
to my primary  
e-mail address  
box"** is checked.